



# USAID | SOUTH SUDAN

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## Solicitation for Cooperating Country National (CCN) Personal Services Contract (PSC) Project Management Specialist - Nutrition Advisor (FSN-10)

### I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066821R00003
2. **ISSUANCE DATE:** February 01, 2021
3. **CLOSING DATE/TIME  
FOR RECEIPT OF APPLICATIONS:** February 15, 2021 before 17:00 PM
4. **POSITION TITLE:** Project Management Specialist  
Nutrition Advisor - (FSN-10)
5. **MARKET VALUE:** FSN-10, (\$34,932 - \$52,380) per annum  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/ South Sudan. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** 5 Years. The services provided under this contract is expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.
7. **PLACE OF PERFORMANCE:** US Embassy, Kololo Road
8. **SECURITY LEVEL REQUIRED:** RSO Certification/Facility Access

Kololo Street,  
2<sup>nd</sup> Block next to European Union  
Juba South Sudan  
Tel:1202216279

USAID/South Sudan  
C/O: U.S Embassy  
Juba South Sudan

## **9. BASIC FUNCTIONS:**

The main purpose of the Nutrition Advisor position is to provide coordination, technical assistance, and program oversight of nutrition activities implemented by USAID/South Sudan. The incumbent, under the supervision of the Bureau for Humanitarian Assistance (BHA), will provide technical expertise and coordination of nutrition-related activities supported by the Bureau for Humanitarian Assistance (BHA) and the Health Office. S/he will represent the agency on nutrition issues at technical, policy, and strategic planning meetings, including (but not limited to) external meetings with collaborators, implementing partners, and donors.

### **Major Duties and responsibilities:**

#### **1. Technical Responsibilities (40%)**

- Serve as the Mission's principal advisor on nutrition program management and nutrition-related issues across all departments, as requested. The Nutrition Advisor should identify when additional technical expertise is needed on specific nutrition issues and then draw on that technical expertise from the Technical Program Quality (TPQ) office in Washington, D.C.
- Request the Bureau for Humanitarian Assistance (BHA) /Washington, Technical Program Quality (TPQ) office support, when needed and consult with them on nutrition programming changes, challenges, and successes.
- Monitor the development and implementation of national policies and actions related to nutrition issues.
- Work in close collaboration with other offices at the Mission to advocate for nutrition-sensitive programming, where appropriate, and provide technical guidance on nutrition-focused activities implemented by USAID/South Sudan.
- Maintain a strong working relationship with the Bureau for Humanitarian Assistance (BHA) and Health Office points of contact for implementing partners.
- Represent USAID within the Nutrition Cluster.
- Ensure minimum quality standards, as well as lessons learned and best practices, are shared across offices and programs, and stay up to date with local nutrition guidelines and relevant technical approaches.
- Provide technical support for concept notes and proposal reviews at the Mission level as needed, including emergency programming and other rapid response mechanisms in existing projects as funded by the Bureau for Humanitarian Assistance (BHA)
- Provide Mission-level technical support to the Bureau for Humanitarian Assistance (BHA) multi-year programming related to resilience and nutrition.
- Operate as the liaison between the supporting offices at the Mission, the Bureau for Humanitarian Assistance (BHA) and the Nutrition BHA technical support team in Washington, D.C.
- Maintain knowledge of context, as well as nutrition needs, throughout South Sudan. Develop and maintain relationships with the Nutrition Cluster and track locations of greatest needs within the country and response efforts. Track nutrition-related data throughout the country, as provided by UNICEF, the Nutrition Cluster, and other partners. Identify and report on any nutrition status and identify gaps.

- Participate in strategy development, activity design, and annual implementation planning to ensure the effective integration of nutrition programming into Mission strategies.
- Contribute to the annual budget and strategy process with the Bureau for Humanitarian Assistance (BHA) team.
- Engage in the production of written analyses, trip reports, cables, activity descriptions, press releases, success stories, and other documents related to Mission-wide nutrition activities, as needed.
- Participating in M&E activities, such as development of monitoring plans, including indicator selection.
- Providing technical review of partner reports.
- Participating in site monitoring visits to ensure quality project performance.
- Attending meetings, as needed, with partners conducting nutrition activities. Review their reports, track progress, and provide feedback to inform current and future programming.
- Reviewing and providing feedback as needed from partners for any nutrition-related guideline documents or amendments.
- Monitor malnutrition, stock-outs, SMART surveys, and other data relevant to with the Bureau for Humanitarian Assistance (BHA) and the Health Office.

## **2. Activity Management (30%)**

- Serve as an activity manager for nutrition activities, which have historically been valued at around \$30 million per year.
- Serve as the field representative of the AOR/COR (usually based in D.C.), for nutrition programs, engaging in management including, but not limited to:
- Serving as the main point of contact for the NGO/PIO implementing partners' technical staff in-country.
- Participating in site monitoring visits to ensure quality project performance.
- Participating in M&E activities, such as development of monitoring plans, including indicator selection.
- Providing technical review of partner reports.
- Participating in site monitoring visits to ensure quality project performance.
- Attending meetings, as needed, with partners conducting nutrition activities. Review their reports, track progress, and provide feedback to inform current and future programming.
- Reviewing and providing feedback as needed from partners for any nutrition-related guideline documents or amendments.

## **3. Coordination (30%)**

- Serve as the main point of contact for nutrition at the Mission, ensuring all USAID/South Sudan nutrition activities are cohesive, complementary, and effective.
- Represent USAID/South Sudan at external meetings, as requested, as it pertains to nutrition-related issues.

- Establish and maintain relationships and communicate/provide updates on issues and concerns with the Bureau of Global Health as part of his/her role in supporting the Health Office.

## **I. AREA OF CONSIDERATION:**

Cooperating Country Nationals (CCNs) applicants. Cooperating country national means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

**10. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**11. POINT OF CONTACT:** [jubahr@usaid.gov](mailto:jubahr@usaid.gov)

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a) **EDUCATION:** Bachelor's Degree in public health, nutrition, food security, health science, or related discipline is required. A Master's Degree will be an added advantage.
- b) **EXPERIENCE:** At least seven years of nutrition and or public health work experience in South Sudan. Experience in strategic planning, technical advising, program design, program coordination, project implementation, and monitoring and evaluation. Experience in capacity-building within organizations on nutrition issues.
- c) **LANGUAGE PROFICIENCY:** Level 4, advanced professional proficiency, speaking and reading in English; and local language proficiency (Juba Arabic), both oral and written, is required.
- d) **Post Entry Training:** The incumbent will possess professional-level technical training and skills required to perform the duties/responsibilities required for the position. Post entry training will primarily focus on the Agency-specific policies, procedures, and regulations that govern programming at the Mission; program design; and management systems. Professional training includes workshops, courses, or conferences to expand knowledge, skills, and abilities in nutrition activities, and program M&E strategies. Other training to maintain professional capability; courses offered for USAID staff as appropriate; and seminars and conferences needed to maintain professional qualifications subject to offerings and availability.
- e) **Language Proficiency:** Level IV Fluency (speaking, reading, and writing) of English is required.
- f) **Job Knowledge:** The incumbent must have knowledge of international and local stakeholders in South Sudan in the food security, nutrition, and emergency sectors. The incumbent should have knowledge of the Bureau for Humanitarian Assistance (BHA) programs and their operations, or those of similar food security, nutrition, and emergency assistance programs in South Sudan.

- Strong analytical skills to readily understand and discuss new nutrition-related program design, management, and implementation approaches. This includes evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis, and reporting. Strong oral and written communication skills to develop and maintain effective, sustainable working relationships with national and international working partners, and to prepare substantive and analytical reports. Strong management skills to operate independently with limited direct supervision of day-to-day activities. Advanced computer skills, including knowledge of Microsoft Word, Google docs, spreadsheets, and PowerPoint. Strong skills in interpretation and analysis of program monitoring and evaluation data. Ability to analyze, understand and discuss new program design, management, and implementation approaches. The ability to work effectively in a team environment is required. Ability to be flexible and establish priorities in an often fluid and changing environment is needed.
- Understand how to address nutrition across the Humanitarian Assistance and Development Assistance spectrum. Must have a clear grasp on understanding the approaches for treating acute malnutrition, while understanding that the needed approaches for preventing chronic malnutrition or malnutrition in a Development Assistance context are different.
- The incumbent is expected to possess the necessary technical training, and administrative skills/abilities needed to perform the duties and responsibilities required of the position. The incumbent should be able to analyze and interpret policy, strategy, and technical documents to ensure USAID/South Sudan-related activities are aligned with regards to its food security and nutrition activities. The incumbent should be able to analyze findings of field monitoring visits and other data sources on nutrition components across a number of programs.

## **EVALUATION AND SELECTION CRITERIAS:**

After the closing date, applications will be initially screened to determine whether applicants have met the advertised qualifications. Applications from candidates who meet the minimum requirements will be reviewed and evaluated by a technical committee in accordance with the evaluation factors. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference check will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidate must obtain required security and medical clearance within a reasonable period of time (USAID will provide details to the selected candidate). A substantial delay in obtaining either security or medical clearance will make the applicant ineligible for selection.

## **III. EVALUATING FACTORS:**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as the applicant's writing, presentation and communication skills.

The TEC will consider all offerors below the full performance level on an equal basis for their demonstrated potential to raise to the full performance level.

The following factors are listed in descending order of importance:

1. Demonstrated Skills and Abilities
2. Demonstrated Technical Knowledge
3. Relevant Experience

The factors will be basis for scoring the applications and creating an initial ranking of candidates. Only the highest-ranked applicants (finalists) will be interviewed. Those finalists will also be evaluated on their interview performance, and, finally, satisfactory professional reference checks.

In summary, the steps in the applicant rating system are as follows:

1. Meet minimum requirements: Pass/Fail
2. Evaluation of application in relation to the evaluation factors, which when combined, are of equal importance to interview performance
3. Interview performance which is of equal importance to evaluation factors
4. Reference Checks: Pass/Fail

#### **IV. PRESENTING AN OFFER**

- a) Eligible Offerors are required to complete and submit the offer form:
  - Cover Letter of Interest
  - An up-to-date Resume/C.V.
  - USAID Application Form (to be filled out completely). The Application form is available for download from the internet <https://ss.usembassy.gov/embassy/jobs/>
  - Applicants must submit a Narrative Statement addressing each of the evaluation factors in 500 words or less.
- b) Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
- c) To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Security Questionnaire for Locally Employed staff
3. Finger Print Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized in accordance with Mission policy and local labor law.

## **VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 302-4** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .

### ***EQUAL EMPLOYMENT OPPORTUNITY:***

***The U.S. Mission in South Sudan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.***

**END OF SOLICITATION**